

## **ASSETS MANAGEMENT COMMITTEE**

### **AGENDA**

**NOTICE IS GIVEN OF a meeting of the ASSETS MANAGEMENT COMMITTEE  
to be held in the Fleur de Lys Council Chambers, Market Square, Hailsham**

**Wednesday 19<sup>th</sup> July 2023 at 7.00 p.m.**

1. **Public Forum**  
(No more than 15 Minutes)
2. **Apologies for Absence**  
To receive apologies for absence of appointed members.
3. **Declarations of Interest**  
To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.
4. **Minutes of Previous Meeting – Assets Management Committee**
  - 4.1 To resolve that the Minutes of the Meetings of the Assets Management Committee held on Wednesday 21<sup>st</sup> June and Wednesday 28<sup>th</sup> June 2023 may be confirmed as a correct record and signed by the Chairman.
  - 4.2 To receive an update about progress of resolutions from the last meeting of the Assets Management Committee on 28<sup>th</sup> June 2023
5. **Confidential Business**  
To resolve that the press and public are excluded during the discussion on the next item of the agenda (6) as it concerns: The beginning of legal proceedings and the terms of tenders for contracts or negotiations (In accordance with the Council's Standing Orders No. 1E).
6. **CCTV**  
Update and presentation from Sussex Police
7. **Youth Service**  
To note a report by A. Joyes
8. **Pitreavie Drive**  
To consider a request to replace a resident's fence at Pitreavie Drive
9. **Cemetery**  
To receive an update on Hailsham Cemetery

10. **Maurice Thornton Skatepark**  
To consider an upgrade
11. **Gleneagles Roundabout**  
To consider a request by Knockhatch Adventure Park to place a sign on the roundabout
12. **Confidential Business**  
To resolve that the press and public are excluded during the discussion on the next items of the agenda (13 & 14) as they concern: The beginning of legal proceedings and the terms of tenders for contracts or negotiations (In accordance with the Council's Standing Orders No. 1E).
13. **Common Pond Improvements**  
To consider tree work and overlaying of the pathway
14. **Battle Road Play Area**  
To consider further improvements to the Battle Road Play Area



John Harrison  
Town Clerk  
13<sup>th</sup> July 2023

Committee Membership  
Councillors:

Anne Blake-Coggins  
Kelly-Marie Blundell (Dep. Chair)  
Chris Bryant  
Nathalie Hayes  
Paul Holbrook  
Mary Laxton (Chair)  
Colin Mitchell

Substitute Members  
Councillors:

Alexa Clarke  
Barbara Holbrook  
Steve Potts  
Doina Rusu

## **REPORT: January- March 2023**

### **Current Situation**

<b>Square Youth Café</b>	Open
<b>Monday Youth Hub</b>	Open
<b>Friday Night Project</b>	Open
<b>Hellingly Youth Hub</b>	Open
<b>Safe Hub</b>	Open
<b>East side Youth Hub</b>	Open

### **Hailsham Youth Services**

Youth provision in January- March 2023 continues 18 sessions a week, afternoon, and evenings across the Parish, delivering arts, crafts, and other sporting activities.

Numbers have balanced out again in the afternoons due to the schools reopened after the Christmas break. We now provide addition two sessions on Tues/Thurs in Holidays times as service users have expressed an interest in this.

4 students from University of Sussex the School of Education and Social Work have been placed with Hailsham Youth Service for the equivalent of 10 days' work which is 70 hrs each totalling 240hrs of placement hours to support the service.

### **Engaging over .....young people over this quarter between the ages of 11-17.**

#### **Square Youth Café**

Youth provision in January- March\_2023 at 1 Market Square opened to **10 sessions a week, afternoon, and evenings a twice a day each week**. During the February Half term, we provided reduced session on Tuesday and Thursday afternoons.

Projects implemented this quarter with East Sussex Children's Services continued to include **Prevent**. Working towards reducing '**those on the verge of Anti-social behaviour and crime**'. Working with hard-to-reach young people, around the reality of their life and actions relating to their behaviour in the local town, widening their horizons with new experiences and safe risk taking. Many on these young people are known to the youth offending service and police.

The 360-search pole at 1 Market Square, Hailsham, is still in use and allows young people and parents the security that they are in a safe space. Handheld wands are also in use, dealing with confrontation and stop a search policy and training in process ready for the new year 2023.

At 1 Market Square, we Still provide free sanitary products for young women and female staff. Working in partnership with Hailsham Library (East Sussex County Council). No Girls session has happened this quarter.

Numbers have increased in the afternoons; we saw attendance 918 as word spread about the facility. For the afternoons in the 4th quarter.

Evenings this quarter have reached 724 this has risen due to young people being back at school.

### **Monday Youth Hub**

Monday Youth Hub sessions at the James West Community Centre take place from 6.15pm to 7.30pm for school years 6, 7, 8 and 7.45pm to 9pm for school years 9, 10 and 11.

At the Monday Youth Hub, we have planned sessions each week including crafts, cooking, and other activities, with sessions for school years 6-8 getting valuable feedback from young people and parents.

*These Quarters activities:* **Pizza Toppings, canvas paintings, Chocolate rice crispies cakes, sock design, Hama Beads, Valentines cards, pancakes, Sock design,**

Currently, attendance **for this quarter is 196, young people** in the school years 6 to 8 bracket. Years 9,10 and 11 have been launched and is being attended slowly at 68, Staff have been giving out publicity and flyers to the local area to build the older group.

The year groups are separated to allow for ***growth in attendance levels***. The attendance numbers at Monday Youth Hub sessions are increasing well with the younger age group, but still taking a little more time for the older group.

### **Hellingly Youth Hub**

The Hellingly Youth Hub is open every Wednesday for school years 6, 7 and 8 from 5.30pm to 7pm attendance **for the quarter is 359** and school years 9, 10 and 11 from 7.30pm to 9pm **is 45**.

At the Hellingly Youth Hub, we have planned sessions each week with crafts, including canvas painting, Hama beads, key rings, clay modelling, cooking, and other activities.

*These Quarters activities:* **Pizza Toppings, canvas paintings, Chocolate rice crispies cakes, sock design, Hama Beads, Valentines cards, pancakes, Sock design,**

### **East side Youth Hub**

Sessions have continued at Hailsham East, named by the young people as East side and now evening sessions are available for the group 7-11. East side continues to grow slowly, however through the dark nights young people have reported they feel unsafe in the area. Current attendance is 102

### **Safe Hub and Detached Team**

Safe Hub opening times are currently 4.15pm to 9.15pm, combined with detached team have been more active averaging engagement of up to **30 young people Each Friday**, around the recreation area and Youth Shelter, Challenging ASB and litter dropping. Averaging 150 young people this quarter.

We provide a safe space for those young people with emotional and sensory needs, who may need timeout, every other night of the week, by providing a quiet space with low lights and soft music.

Provide C-Card distribution and sexual health advice, as well as guidance from the Safe Hub.

Supporting young people who are affected by alcohol and drug addiction in the streets, parks, and alleyways.

### **Friday Night Project**

*The Friday Night Project is Term time only, delivering early intervention activities.*



We have developed platforms for parents to see information online and make bookings.

**January:** Youth Night (Food and Drink), Bowling, Knockhatch Adventure Park and Urban Jump.

**February:** Youth night, Urban Jump, (Trampoline), Bowling, Knockhatch Adventure Park. Cinema

**March:**

**This quarter we engaged around 347 young people and families.**

### **Network & Partnership**

Ongoing communication has continued with all agencies, including the local police and schools, covering contextual safeguarding and crime and we have reduced crime rates in the town centre; however, no meetings have happened this quarter.

We are no longer in partnership ***with the Sussex Community Development Association (SCDA) as they have now moved out of the area.*** The partnership with Hailsham Boxing Club in George Street is continued, and we continue to work with East Sussex Children's Services 0 – 19s.

Partnership with the Youth Offending Team who have been using our facilities at 1 Market Square, providing a safe environment for young people to access is also continued.

Advice and Guidance was given to contact East Sussex Children's Services for continued and additional Support.

Continued Community Support with The Pavilion engaging young people and families in activities together.

### **Foodshare**

We continued to receive donations of food and other items from Foodshare. Since partnering with Foodshare, Waitrose and Tesco, we have made .... ***collections, collected 5,072 kg of food, which is the equivalent of around, 13,880 meals.*** We are thankful for their support and the impact it has on our services.

More food has been collected through working with other Foodshare agencies, YMCA, Foodbank and the SCDA.

### **Funding**

Hailsham Youth Service continues to look for additional funding to enhance the services it provides in Hailsham and the surrounding areas. The Youth Service manager has contacted a secret donor, that is willing to contribute to the service funds as requested. We have received funding from **JAG (Joint Action Group) of £4000** which will help the service to deliver "Prevent" (Promoting Responsible Engagement of Vulnerable Experiences IN Teens) and fund training for staff around conflict situation. This project is specifically targeted at those who are on the verge of criminal activity and vulnerable to negative experiences in Hailsham and we have also received **£639.06 donations from Hailsham Bun Fire.**

### **Publicity and Media**

A monthly newsletter has been created including mail chimp to update parents each month, to increase engagement.

We continue to use Instagram and Facebook to publicise Hailsham Youth Service. We have also developed a QR code for young people to access information. Mailchimp is now activated, and a newsletter is sent out every month to all parents and community members.

**Our Instagram page currently has 294 followers, and our Facebook page has 863 followers. This is also a positive increase.**

## **REPORT: April - June 2023**

### **Current Situation**

**Square Youth Café** - Open  
**Monday Youth Hub** - Open  
**Friday Night Project** - Open  
**Hellingly Youth Hub** - Open  
**Safe Hub** - Open  
**East side Youth Hub** - Open

### **Hailsham Youth Services**

Youth provision continues running a minimum of 15 sessions a week, afternoons and evenings across the Parish, delivering activities, arts, crafts, and sporting activities.

4 students from University of Sussex the School of Education and Social Work were placed with Hailsham Youth Service for the equivalent of 10 days' work which is 70 hrs each totalling 240hrs of placement hours to support the service. One student remained with the service on a bank contract following the placement.

**Engaging over 2300 young people over this quarter between the ages of 10-18.**

### **Square Youth Café**

Youth provision in April-June 2023 at 1 Market Square opened at 10 sessions a week, afternoon, and evenings a twice a day each week. During the school holidays the service continued to run the sessions. The Prevent Project with East Sussex Children's Services is coming to a close, but work continues with the hard to reach young people. Working towards reducing 'those on the verge of Anti-social behaviour and crime'. The 360-search pole at 1 Market Square, Hailsham, is still in use and allows young people and parents the security that they are in a safe space. Handheld wands are also in use, dealing with confrontation and a stop and search policy accompanied with training will be done in-house once policies have been finalised. At 1 Market Square, we still provide free sanitary products for young women and female staff working in partnership with Hailsham Library (East Sussex County Council). No Girls only session has happened this quarter. The 360-search pole at 1 Market Square, Hailsham, is still in use and allows young people and parents the security that they are in a safe space.

A Summer programme is planned to provide afternoon outdoor activities around Hailsham and Hellingly each day through the summer holidays, to reach more young people, this will be instead of opening afternoons at 1 Market Square.

We saw attendance remaining steady at 526 in the afternoons and evenings reaching around 851 visits.



### **Monday Youth Hub**

Monday Youth Hub sessions at the James West Community Centre take place from 6.15pm to 7.30pm for school years 6, 7, 8 and 7.45pm to 9pm for school years 9, 10 and 11.

At the Monday Youth Hub, we have planned sessions each week including crafts, cooking, and other activities, with sessions for school years 6-8 getting valuable feedback from young people and parents.

This quarter's activities include: Pizza Toppings, sun catchers sausage rolls, sock design, Hamma Beads, Father's day cards, glass painting, biscuit decorating, scratch cards.

Currently, attendance for this quarter is 141, young people in the school years 6 to 8 bracket. Years 9,10 and 11 have been launched and is building attendance slowly, this quarter saw 88 visits, Staff have been giving out publicity and flyers to the local area to build the older group. May was particularly low due to three bank holidays. Numbers have doubled in the month of June due to school year 8s moving up and bringing in year 5s to the younger session.

The year groups are separated to allow for growth in attendance levels. The attendance numbers at Monday Youth Hub sessions are increasing well with the younger age group, but still taking a little more time for the older group.

### **Hellingly Youth Hub**

The Hellingly Youth Hub is open every Wednesday for school years 6, 7 and 8. New opening times from April are 6.00pm to 7:30pm attendance for the quarter 410 and school years 9, 10 and 11 from 7.45pm to 9pm is 38 in the same quarter, but numbers are increasing with moving the school year 8s up from June.

At the Hellingly Youth Hub, we have planned sessions each week with crafts and other activities. These Quarters activities: Pizza Toppings, sun catchers sausage rolls, sock design, Hamma Beads, Father's day cards, glass painting, biscuit decorating, scratch cards.

### **Eastside Youth Hub**

Eastside youth hub has changed its operation from inside the rented building space to outside detached and activities evening sessions for the year groups 7-11 from June and are reaching a much larger group of young people.

Young people still reporting 'not feeling safe' in the area but have access to the minibus / gazebo base near the community hall and are invited to discuss their concerns and consider the provision here long-term.

### **SafeHub and Detached Team**

SafeHub opening times are currently 3:00pm to 6:00pm, combined with the detached team have been more active averaging engagement of up to 30 young people Each Friday, the detached team walk around the recreation areas and Youth Shelters with the intention of challenging ASB and littering.



Averaging 150 young people this quarter. Supporting young people affected by alcohol and drug addiction in the streets, parks, and alleyways.

### **Friday Night Project**

The Friday Night Project is now open throughout the year from April delivering early intervention activities. We have developed platforms for parents to see information online and make bookings.

April: Youth Night, Bowling, Knockhatch Adventure Park, ski lessons

May: Youth night James West, Urban Jump, Planet Golf, swimming.

June: Bowling, Urban Jump, Knockhatch, PGL

This quarter we engaged around 328 young people. We have developed platforms for parents to see information online and make bookings and these are being assessed for their effectiveness.

### **Network & Partnership**

Ongoing communication has continued with all agencies, including the local police and schools, covering contextual safeguarding and crime and we have reduced crime rates in the town centre. FNP continues successfully and we are engaging local services including Knockhatch, Freedom Lesiure, Urban Jump and others.

Partnership with the Youth Offending Team who have been using our facilities at 1 Market Square, providing a safe environment for young people to access is also continued. Advice and Guidance was given to contact East Sussex Children's Services for continued and additional Support.

HCC are now through Ofsted and ready to link up with HYS to complete school's work. HCC have hired 1 Market Square daily, throughout the summer term, to give additional support to identified young people. Hailsham Youth Service are supplying staff to support the college, this is being funded by a special provision to HCC. Continued staffing support is in discussion to continue in September for the new term.

### **Foodshare**

We continued to receive donations of food and other items from Foodshare. Since partnering with Foodshare, Waitrose and Tesco, we have made .... ***collections, collected 5,134 kg of food, which is the equivalent of around,14,027 meals.*** We are thankful for their support and the impact it has on our services.

More food has been collected through working with other Foodshare agencies, YMCA, Foodbank.

### **Funding**

Hailsham Youth Service continues to look for additional funding to enhance the services it provides in Hailsham and the surrounding areas. The Youth Service manager has made contact with an anonymous donor and has received a contribution £750 towards PGL in June. The service received a donation of a clever touch tv worth £1,500 - £2,000 for training and education. We have applied for funding from JAG (Joint Action Group – Safer Streets) for the sum of £3,000 which will help the service to deliver this

project is to be run in partnership between the local youth service and the secondary school team and will operate with groups of young people who are identified as 'at-risk' currently. The project will explore neurodiversity through the premise of 'what must it be like?' and 'how do people see me?' This will lead into sessions exploring neurodiversity, including conditions like ASC, ADHD and GDD, which will lead the groups to discussions around how they see the world compared to how others see the world. Some of these sessions may include visits to the town centre to see how noisy, crowded and disorientating some of their familiar environments might be for those with neurodiversity. The groups will explore the function of diversity and the need for this in order to produce change and for organisations and species to thrive and develop.

A core portion of this program would be seeing the world through different eyes and would involve the use of the 'Autism Experience' bus which offers the experiences of sensory deprivation and sensory disorder.

At the end of the program, the groups would be encouraged to redress their self-portraits and explore how their ideas may have changed or how they may need to change and discuss how sometimes experiences we have can impact on the way we view different situations.

## **Publicity and Media**

A monthly newsletter is produced and distributed to in excess of 200 people, using mail-chimp, to update parents each month, to increase engagement.

We continue to use Instagram and Facebook to publicise Hailsham Youth Service. In June this was refreshed and new 'splashes' were produced to publicise each centre, this will be updated regularly throughout the summer program commencing in July.

**Our Instagram page currently has 304 followers, and our Facebook page has 878 followers. This continues to increase.**

**In recent months the Youth service has received unprecedented levels of requests for YP to join activities for the first time, due to this we hold registration forms, completed in the last 18 months, for over 400 YP in Hailsham and surrounding areas.**

Report to	<b>Assets Management Committee</b>
Date	<b>19.07.2023</b>
By	<b>John Harrison, Town Clerk</b>
Title of Report	<b>Cemetery Toilets (as reported part of Agenda Item 9)</b>

### **Cemetery Toilets**

The toilets are currently open to the public for funerals and generally when the Cemetery Superintendent is present at the site.

In the past HTC has experienced misuse of the facilities, including someone sleeping in the toilet and people leaving a severe 'mess'.

If the council wishes to open the toilet for longer periods of time it would require a contracted cleaner to be engaged as it would not be reasonable to expect the Cemetery Superintendent to cover these duties.

The cost to renovate/ replace the building would depend on the extent of the work that council wanted to cover.

Previous agreement (AMC December 2019) was to close one side and leave the other open, but only when the site is attended which includes funerals.

### **Assets Management Committee 11.12.2019**

Text from Cemetery Inspection Report

Toilet Facilities: At the last meeting it was decided to demolish the toilet block and build a single toilet inside the Office building. However subsequent site examination has shown this is not achievable. It is now suggested that the existing block is maintained and refurbished on one side

only to provide a single (but accessible) toilet which would be locked when the site is not attended.

Water services could be removed / disconnected from the "Mens" side to avoid burst pipes or leaks.

### **Assets Management Committee 13.11.2019**

Update of progress of resolutions from last meeting (18.09.2019):

Cemetery Toilet – NUTRA have advised that a new toilet cannot be installed in the existing office as it cannot be attached to the drain so the men's toilet will now be locked permanently. The women's toilet will become a unisex toilet which will be locked apart from when there is a funeral in place

### **Assets Management Committee 18.09.2019**

### Text from Cemetery Inspection Report

#### Toilet Facilities

Absolutely dire. Certainly in need of decoration, they are a major residential home for spiders. Additionally very dirty – presumably there is not a cleaning regime in place for these toilets? Would there be an advantage in modifying the gents (2 toilets) to one toilet and one urinal?

Toilets are cleaned sporadically, but is not under contract. Toilets are also subject to regular vandalism, blocking etc, and 'horrendous mess'. We suspect toilets are not often (if at all) used by genuine visitors to the cemetery, rather than workmen passing by? Question whether these toilets should be kept open, as building will always be damp and dirty – has no heating, no cavity wall, in damp section of cemetery. Arguably the block is beyond simple refurbishment and cleaning and is 'saturated'. Suggest cleaning of a public toilet beyond the remit of a Cemetery Superintendent.

Suggest demolish building and replace with modern unit (portaloos?). Not many (if any) cemeteries provide public toilets. Although works team do require a toilet on site, this could relatively easily be added to the current office as there is a shower on site. Dependent on how much resource/funding council wants to invest.

#### **Minute (Ref AMC/19/3/47.4)**

#### Cemetery Toilet

Members discussed the use of the toilet and were informed that it is rarely used by members of the public visiting the cemetery and that it is in a very bad state of repair

RESOLVED to demolish the cemetery toilet and install a staff toilet in the staff building which can be used by Cemetery users if requested. The demolition to be undertaken in house if possible. If it is not possible to demolish in house, then to bring back indicative quotations to the Committee for further consideration

### **Strategic Projects Committee 17.04.2019**

#### Text from Cemetery Inspection Report

#### Toilet Facilities

The toilets are still a bit dire. They are in need of considerable cleaning and redecoration. These facilities are not what you would like to be faced with if you were attending a funeral.

(No resolution specific to toilets was made)



**REPORT TO:** ASSETS MANAGEMENT COMMITTEE

**DATE:** 19<sup>th</sup> July 2023

**BY:** KAREN GIDDINGS, PLANNING AND ENVIRONMENT OFFICER

**TITLE OF REPORT:** Gleneagles Roundabout - to consider a request by Knockhatch Adventure Park to place a sign on the Gleneagles roundabout

**BACKGROUND:**

The Town Council has received a request from Knockhatch Adventure Park to place an advertising sign on the Town Council's land, on the Gleneagles Roundabout

The plan below shows the location, marked with a black dot

Any sign over 0.6 m will need planning permission from Wealden District Council

The Council normally refuses the request for commercial signs and if we agree to this we may be approached by other companies. It may be prudent therefore if this request is granted, to agree a caveat that this is a one off permission for a sign



**FINANCIAL IMPLICATIONS:**

The Deputy Town Clerk has advised that there is a possibility that the Town Council could be liable for business rates if we allow commercial advertising on our land

This information would need to be checked though as this has not yet been confirmed